

6 October 1983

STAT MEMORANDUM FOR: [REDACTED]  
C/I&AB

STAT FROM: [REDACTED]  
C/HRPS

SUBJECT: HRPS Report Request - OP  
Professional Requirements

1. It is requested that a new report be created for ad hoc distribution to HRPS. The report should be entitled "Current OP Professional Requirements" and should include the following data:

- a. Personnel Officer Requirements: This should consist of a total count of all Agency, ICS, and NIESO position incumbencies allocated under the occupational codes 98.01, 201.01, 202.01, 202.02, 212.02, 212.03, 221.01, 230.01, 230.02, 230.09, 230.11, 1102.02, and 1102.03.
- b. Unallocated PO Requirements: This will consist of the portion of unallocated OP ceiling that is scheduled for allocation as Personnel Officer positions. This number (to be initially established as zero) will be provided and adjusted by HRPS based upon budgetary data.
- c. Special PO Requirements: This will consist of the total number of all position incumbencies allocated with the organizational code H37 (OP) that have occupational codes 201.02, 1515.01, and 213.01 (GS-09 only), 230.04 (GS-09 only), 230.05 (GS-09 only), 230.06 (GS-09 count and non-count only), 230.07 (GS-09 and GS-08 only), 334.09.
- d. Additional PO Requirements: This will consist of a total count of all position incumbencies, in addition to paragraph "c," that are not in the PO occupational code series that are occupied by employees that are in the PO occupational code series (98.01, 201.01, 202.01, 202.02, 212.02, 212.03, 221.01, 230.01, 230.02, 230.09, 230.11, 1102.02, and 1102.03).
- e. Personnel Officer Resources: This will consist of a total count of all full-time employees assigned the occupational codes (98.01, 201.01, 202.01, 202.02, 212.02, 212.03, 221.01, 230.01, 230.02, 230.09, 230.11, 1101.02, and 1102.03).

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- f. Additional PO Resources: This will consist of a total count of all position incumbencies in the PO occupational code series (98.01, 201.01, 202.01, 202.02, 212.02, 212.03, 221.01, 230.01, 230.02, 230.09, 230.11, 1102.02, and 1102.03) that are occupied by full-time employees that are not in the PO occupational code series.
- g. Total PO Requirements: This will consist of a total count of all position incumbencies identified in subparagraphs a + b + c + d.
- h. Total PO Resources: This will consist of a total count of all full-time employees and position incumbencies identified in subparagraphs e + f.

2. The remaining item on the report can be identified as "Current PO Requirements." It can be derived by subtracting the total derived from subparagraph h from the total derived from subparagraph g. It is also requested that back-up data sheets be printed identifying the numbers by occupational code for each of the subparagraph totals. Please contact me for any additional clarification required in formatting the requested report.

[Redacted]

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Distribution:

Original & 1 - Addressee

~~1~~ - Chrono

1 - DDA Project File

1 - OP Professional Requirements

1 - Stayback

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